

GradeSpeed.NET 4.0 - Advanced Teacher Training

Updated 3/17/08

Training Goals:

This training guide will equip teachers to enter grades, record attendance, create simple printed reports, and finalize their gradebook for progress report and/or report card printing.

This guide was developed using GradeSpeed.NET 4.0. Please keep in mind that while this manual was developed to help teachers perform all the tasks necessary to record grades and attendance and allow for reporting, there are many functions of GradeSpeed.NET 4.0 that cannot be covered in a brief training session. Please see the GradeSpeed.NET User Guide and <http://support.gradespeed.net> for further information.

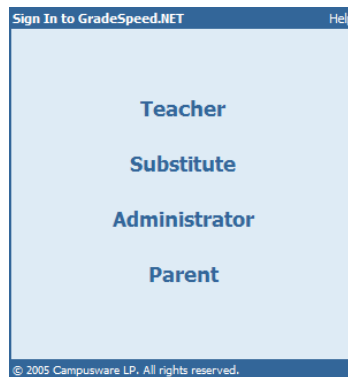
For technical support issues, teachers should always contact their school's technology support office. Campusware works closely with specific school personnel to correct any problems or to rectify training issues promptly, but cannot provide support directly to teachers.

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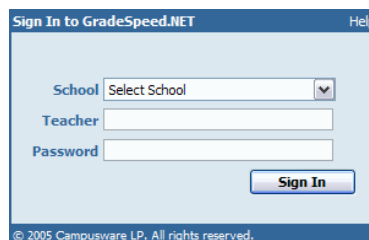
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Getting Started with GradeSpeed.NET 4.0:

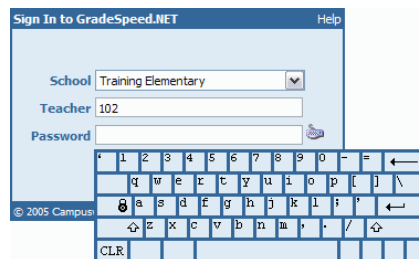
1. Open an internet browser and navigate to your school's GradeSpeed login page.



Select "Teacher." The following page will appear:

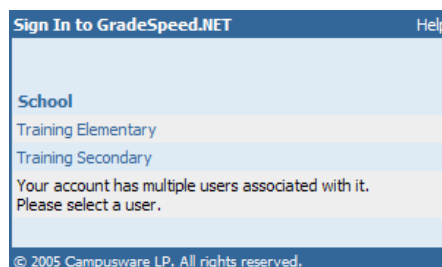


You may notice that you have the option to use a "virtual keyboard" to enter your password. The virtual keyboard allows you to use your mouse to "type" your password on an on-screen keypad. This helps protect you against keyloggers. There are software and hardware keyloggers. These devices read and store any information entered with the keyboard, such as usernames and passwords. When using the "virtual keyboard," this sensitive data is protected as the keyboard is bypassed.



If your school uses LDAP to manage user accounts, you may be able to log into GradeSpeed using your network login (your computer username and password).

If you teach classes at more than one campus, your username and password will give you access to a gradebook account at each appropriate school. Click the desired school to log in to that campus.



Once you have logged in, you'll see the main gradebook page.

GradeSpeed.NET

Categories Assignments Grades Progress Reports Reports Cumulative Grades Attendance Seating Chart Verify Gradebook Lesson Plans Discipline

Class: **HR WKHABIT GR 3 (7003/1) Pd 1** ☒ Enter Moves Down ☒ All Assignments **Update** **Cancel** Cycle: **1**

Student	Avg	Homework Chapter 1 Aug-13	Quiz Chapter 1 Aug-13	Test Chapter 1 Aug-13	Homework Chapter 2 Aug-14	Quiz Chapter 2 Aug-14	Test Chapter 2 Aug-14	Homework Chapter 3 Aug-15	Quiz Chapter 3 Aug-15
Aper, William D	86.84	100	94	86	95	80	72	100	85
Babb, Franklin A	85.89	90	88	90	90	75	71	100	95
Boyle, Neil L	89.48	100	82	97	85	100	80	100	74
Braunig, Emilia L	74.43	95	88	64	Msg	50	98	100	86
Bryson, Willie L	84.92	85	76	72	100	94	80	100	92
Caddell, Raymond K	88.28	100	70	99	100	65	76	100	98
Draudt, Marian I	82.25	75	70	80	90	68	80	100	100
Harden, Dorothy R	89.80	70	94	90	75	100	90	100	99
Harrington, Arthur J	81.24	100	94	68	60	98	78	100	70
Hart, Edwin A	87.18	100	100	74	100	90	78	100	80
Hughes, Noble A	85.63	90	82	90	98	50	84	100	88
Kullman, Ron N	89.24	90	70	92	90	100	90	100	78
Larson, Dorothy C	87.21	95	54	95	90	100	90	100	62
Lies, Frederick J	88.53	95	82	70	95	95	90	100	100

Teacher: **Alexander, S**
School: **1st Elementary School**
Semester: **1** Cycle: **1**
From: **Aug-13 2007**
To: **Sep-28 2007**

Export Roster
Course Requests
Student List

Lock
Sign Out

Avg Display: **Numeric**
Options: A+=100 A=95 A-=90 B+=89 B=85 B-=80 C+=79 C=77 C-=75 D+=74 D=72 D-=70 F=65

Student: **Zimmerman, Norman J** Assignment: **Quiz Chapter 3 Aug-14**
Total Students : 22 Changes since last update : 0

You will see a taskbar across the top of the page. Each of these icons gives you access to a different portion of the gradebook. This taskbar is also constant, meaning that no matter what page you're on, it will still be accessible at the top of the page.

Categories Assignments Grades Progress Reports Reports Cumulative Grades Attendance Seating Chart Verify Gradebook Lesson Plans Discipline

Class: **Period 1** ☒ Enter Moves Down ☒ All Assignments **Update** **Cancel** Cycle: **4**

This training manual should be used in conjunction with the "Basic Teacher Training" manual.

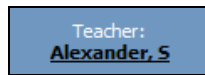
The "Basic Teacher Training" manual covers the following features:

- Creating assignment "Categories"
- Creating and managing "Assignments"
- Generating "Progress Reports"
- Generating various "Reports" on student data
- "Cumulative Grades"
- Taking and submitting "Attendance"
- Designing and customizing the "Seating Chart"
- Using the "Verify Gradebook" to verify all entered grades for a cycle.

You may already be familiar with these options. If so, you can start learning how to use some of GradeSpeed.NET's more advanced features. "Lesson Plans" and "Discipline" are covered in separate training modules.

User Profile: Create Custom Fields

2. GradeSpeed.NET allows you to create custom fields for use within your gradebook. For example, if you wanted to record each student's textbook number, eye color, or shoe size, you could define a field that would allow you to store this information. To create custom fields, go to your "User Profile" by clicking your name on the left side of the main gradebook page.



From the "User Profile," click the "Create Custom Fields" link in the top-right corner.

To create a custom field, first define the field name in the first open blank.

Next, choose the type of field you would like using the "Type" drop-down list.

For options with only a "yes/no" or "on/off" choice, you can use a checkbox. For example, if you simply want to record whether or not a student has turned in a permission slip, a checkbox would be appropriate.

If you need to enter and store text, such as to record a textbook edition, use a textbox.

For fields that could contain multiple options, like eye color or shoe size, use a drop-down list.

If a drop-down list will be used, enter the choices that you wish to appear in the drop-down list in the "Values" column (this field should be left blank if a checkbox or text box is used). Each choice should be separated by a comma. Note that the choice itself cannot contain a comma.

Permission Slip?	Drop Down ▼	Received,Received,Late	Add Field
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Once you have your field options set the way you want them, click "Add Field."

ID	Name	Type	Values	Edit	Delete
1	Textbook number	TXT		Edit	Delete
2	Health Notes	TXT		Edit	Delete
3	Rides Bus	CHK		Edit	Delete
4	Permission Slip?	DDL	Not Received,Received,Late	Edit	Delete
	<input type="text"/>	Textbox ▼	<input type="text"/>		Add Field

Your new field will be added to any fields that have already been created, as shown in the list above. These fields can be edited or deleted using the "Edit" and "Delete" links on the right.

Click "Return" to return to the "User Profile." Click "Return" again to return to the main gradebook page.

Using Custom Fields:

3. Once your custom fields have been created, you can make entries for them using the "Student List" page. To access the student list, click the "Student List" link on the left toolbar. The left toolbar is visible from most pages.

Teacher: Alexander, S	Aper, William D	0-0	88.84	100
School: 1st Elementary School	Babb, Franklin A	0-0	85.89	90
Semester: 1 Cycle: 1	Boyle, Neil L	0-0	89.48	100
From: Aug-13 2007 To: Sep-28 2007	Braunig, Emilia L	0-0	74.43	95
	Bryson, Willie L	0-0	84.92	85
	Caddell, Raymond K	0-0	88.28	100
	Draudt, Marian I	0-0	82.25	75
	Harden, Dorothy R	0-0	89.80	70
	Harrington, Arthur J	0-0	81.24	100
	Hart, Edwin A	0-0	87.18	100
	Hughes, Noble A	0-0	85.63	90
	Kullman, Ron N	0-0	89.24	90
	Larson, Dorothy C	0-0	87.21	95
	Liess, Frederick J	0-0	88.53	95

Once you click the "Student List" link, you will be immediately taken to the Student List page.

Help HR WKHABIT GR 3 ID: 7003 Section: 1 Period: 1 Group: 1 Teacher: Alexander, S School: 1st Elementary School Columns <input type="button" value="Refresh"/> <input type="checkbox"/> Health Notes <input type="checkbox"/> Permission Slip? <input type="checkbox"/> Rides Bus <input type="checkbox"/> Textbook number	Class: HR WKHABIT GR 3 (7003/1) Pd 1	Students						
	ID	Last	First	Grade	Birth Date			
	200088	Raub	William	03	02/08/1997	[Profile]	[Grades]	[Schedule]
	200270	Liess	Frederick	03	06/10/1997	[Profile]	[Grades]	[Schedule]
	200311	Santiago	Carlos	03	01/22/1997	[Profile]	[Grades]	[Schedule]
	200314	Yesulitis	Thomas	03	06/20/1997	[Profile]	[Grades]	[Schedule]
	200366	Draudt	Marian	03	06/22/1996	[Profile]	[Grades]	[Schedule]
	200405	Harrington	Arthur	03	02/07/1997	[Profile]	[Grades]	[Schedule]
	200580	Zimmerman	Norman	03	03/12/1997	[Profile]	[Grades]	[Schedule]
	200585	Caddell	Raymond	03	08/07/1997	[Profile]	[Grades]	[Schedule]
	200665	Sanson	William	03	10/08/1996	[Profile]	[Grades]	[Schedule]
	200708	Bryson	Willie	03	10/22/1996	[Profile]	[Grades]	[Schedule]
	200714	McLain	Bobby	03	04/08/1997	[Profile]	[Grades]	[Schedule]
	200767	Harden	Dorothy	03	10/24/1996	[Profile]	[Grades]	[Schedule]
	200806	Babb	Franklin	03	12/07/1995	[Profile]	[Grades]	[Schedule]

Notice that your custom fields are listed on the left side of the page. To display one of these custom fields, check the box next to the desired field's name, then click "Refresh."

Columns

☐ Health Notes
☒ Permission Slip?
☐ Rides Bus
☒ Textbook number

The newly selected fields will then be displayed on the student list, as shown below.

HR WKHABIT GR 3										Permission Slip?	Rides Bus	Textbook number
ID: 7003 Section: 1 Period: 1 Group: 1 Teacher: Alexander, S School: 1st Elementary School Columns <input type="button" value="Refresh"/> <input type="checkbox"/> Health Notes <input checked="" type="checkbox"/> Permission Slip? <input checked="" type="checkbox"/> Rides Bus <input checked="" type="checkbox"/> Textbook number												
200088	Raub	William	03	02/08/1997	[Profile]	[Grades]	[Schedule]			Received	<input checked="" type="checkbox"/>	12380
200270	Liess	Frederick	03	06/10/1997	[Profile]	[Grades]	[Schedule]			Received	<input type="checkbox"/>	18600
200311	Santiago	Carlos	03	01/22/1997	[Profile]	[Grades]	[Schedule]			Received	<input type="checkbox"/>	96848
200314	Yesulitis	Thomas	03	06/20/1997	[Profile]	[Grades]	[Schedule]			Late	<input type="checkbox"/>	98798
200366	Draudt	Marian	03	06/22/1996	[Profile]	[Grades]	[Schedule]			Not Received	<input checked="" type="checkbox"/>	41568
200405	Harrington	Arthur	03	02/07/1997	[Profile]	[Grades]	[Schedule]			Received	<input checked="" type="checkbox"/>	68499
200580	Zimmerman	Norman	03	03/12/1997	[Profile]	[Grades]	[Schedule]			Received	<input checked="" type="checkbox"/>	10594
200585	Caddell	Raymond	03	08/07/1997	[Profile]	[Grades]	[Schedule]			Received	<input checked="" type="checkbox"/>	89706
200665	Sanson	William	03	10/08/1996	[Profile]	[Grades]	[Schedule]			Late	<input type="checkbox"/>	68708
200708	Bryson	Willie	03	10/22/1996	[Profile]	[Grades]	[Schedule]			Received	<input checked="" type="checkbox"/>	67948

You can then make appropriate entries for any of the fields displayed on the page.

des]	[Schedule]	Not Received	<input type="checkbox"/>	10908
des]	[Schedule]	Not Received	<input type="checkbox"/>	
		Received	<input checked="" type="checkbox"/>	
		Late	<input type="checkbox"/>	

Click "Update" to save any changes you make. You can then uncheck any custom fields that you wish to "hide," then click "Refresh" to remove them from the display. The data you entered remains stored, even when removing columns from the display. This keeps the student list simple and uncluttered. The "Custom Fields" feature gives you unprecedented ability to record, store, and access student information within your gradebook.

Display Student Fields:

4. To adjust the way student information is displayed in the gradebook, attendance view, or seating chart, access the "Teacher Profile" and select "Display Student Fields" from the "View" drop-down list.

View: Display Student Fields [Update] [Cancel] [Apply] [Create Custom Fields](#) [Change Password](#)

Please select the fields you would like to display for a student in the mode selected below.

Mode: Gradebook

- ☒ Student Name (Full)
- ☐ Student Name (Short)
- ☐ Student ID
- ☐ Grade Level
- ☐ Student Characteristics
- ☐ Sub-School
- ☐ Hide Inactive Students.

Sort Order
Please select the order you would like these fields to appear.

- Student Name
- Student ID
- Grade Level
- Student Characteristics
- Sub-School

[Move Up] [Move Down]

The "Mode" drop-down list allows you to choose whether you are modifying the info displayed in the gradebook, attendance, or seating chart modes.

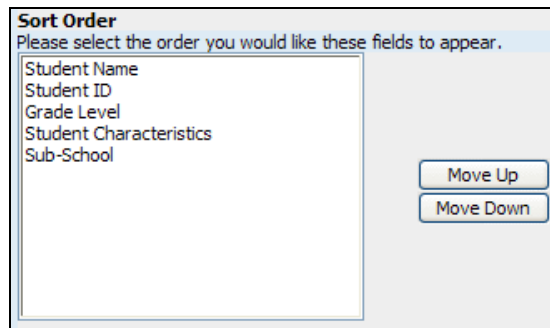
Mode: Gradebook
Gradebook
Attendance
Seating Chart

For each mode, use the check boxes to indicate which pieces of information should be shown for each student.

- ☒ Student Name (Full)
- ☐ Student Name (Short)
- ☐ Student ID
- ☐ Grade Level
- ☐ Student Characteristics
- ☐ Sub-School
- ☐ Hide Inactive Students.

If a student has been dropped from a class, typically the student will still appear in the gradebook with all of his or her grades. The student will be moved to the bottom of the student list and will have a "(D)" next to his or her name. The "Hide Inactive Students" option will remove these students from the student list, but you can uncheck this option to display them again at any time.

Once you have selected the appropriate student information, use the "Sort Order" box to select the order you would like these fields to appear. Highlight the desired field, and then use the "Move Up" or "Move Down" button to move the field up or down in the display.

A dialog box titled "Sort Order" with a light blue header. Below the title is a text prompt: "Please select the order you would like these fields to appear." To the left of the prompt is a list box containing five items: "Student Name", "Student ID", "Grade Level", "Student Characteristics", and "Sub-School". To the right of the list box are two buttons: "Move Up" and "Move Down".

Sort Order
Please select the order you would like these fields to appear.

- Student Name
- Student ID
- Grade Level
- Student Characteristics
- Sub-School

Move Up
Move Down

To save your changes, click "Apply." To save your changes and return to the main gradebook page, click "Update." To discard all changes and return to the main gradebook page, click "Cancel."

Advanced Category Options:

5. To modify your category settings, click "Categories" on the main gradebook taskbar.

Note that you can enter a "Spanish Name" for each category (if you don't see the "Spanish Name" fields, use the "Hide Spanish Category Names" drop-down list and select "No"). You will have to translate and type this yourself, as category titles often use abbreviations or idiomatic expressions that cannot be automatically translated.

Also, you can standardize your category settings for any grouped courses (see the "Basic Teacher Training" manual for information on grouping like courses by "group number"). Use the drop-down menu titled "Make category properties identical for all classes in this group:" and select "Yes" or "No."

Most of the remaining options on the "Categories" page pertain to grading/averaging methods. The "Student's Advantage" option modifies the way the system selects automatically dropped grades.

With the "Student's Advantage" option turned on, the system will automatically drop the grades that result in the highest average for the student. For example, "Student's Advantage" may drop grades that are not the numerically lowest, but that, because of the weight of their category, have the greatest negative impact on the student's grade. If a student's average is a "90", and the student received a "70" for an assignment in a category weighted at 10%, and a "71" in a category weighted at 60%, the "Student's Advantage" method would drop the "71" because the lightly-weighted "70" will not decrease the student's average as much as the heavily-weighted "71" would have.

"Total Points Logic" allows you to record raw scores for assignments with "possible points" values other than 100.

With Total Points Logic set to “No,” you can enter a raw score into the gradebook and it will automatically be converted to a percentage when you click “Update.”

Total Points Assignment Feb-2	Total Points Assignment Feb-2
Feb-2	Feb-2
40	40
38	95
37	93
40	100
26	65

Click “Update”

With Total Points Logic set to “Yes,” your raw score entry will be preserved, but calculated as a percentage so that the average can be displayed properly. This setting should NOT be toggled off and on while grades are being recorded, as it can result in confusing and invalid grade entries. In the above example, the initial entry of “38” was appropriately converted to “95” with total points logic turned off. If, however, Total Points Logic was now turned on, the 95 would be calculated as a raw score – nearly 250% of the original score.

Advanced Assignment Options:

6. GradeSpeed.NET 4.0 contains several advanced assignment options. You can create rubrics within your gradebook, import grades directly from a classroom grade scanner, and see if an attendance incident might have influenced a student's performance on a specific assignment. Additional assignment options are covered in the "Basic Teacher Training" manual.

To set up a rubric, add a new assignment, use the radio button at the top to designate the new assignment as a "Rubric," and then create the appropriate number of "Rubric Tasks." During the rubric task creation process, you must designate the rubric assignment that each task is assigned to. For detailed instructions on creating rubrics, see the "GradeSpeed.NET Rubrics" document.

Import Grades from a classroom scanner:

If you use a CPS grade scanner, or a grade scanner that produces a text file in the following generic format – "[student ID], [score]" – you can import individual assignment grades directly from this scanner file. Create the assignment, but leave each grade cell blank. Next, click on the assignment title on the main gradebook page to go to the "Grades by Assignment" page.

Student	Rank	Score	Original Grade (1st Try)	Retake 1	Retake 2	Points Added	Override	Late	Do not drop	Note	Print Note	Modifications
201163 Aper, William D.												
200806 Babb, Franklin A.												
201328 Boyle, Neil L.												
201329 Braunig, Emilia L.												
200708 Bryson, Willie L.												
200585 Caddell, Raymond K.												
200366 Draudt, Marian I.												
200767 Harden, Dorothy R.												
200405 Harrington, Arthur J.												
201000 Hart, Edwin A.												
200857 Hughes, Noble A.												
201231 Kullman, Ron N.												
201302 Larson, Dorothy C.												
200270 Liess, Frederick J.												

Click the "Import" button on the left side of the page. An "Import Grades" window will appear.

Import Assignment Grades:

Type: Generic

Data File: Browse...

Import Grades

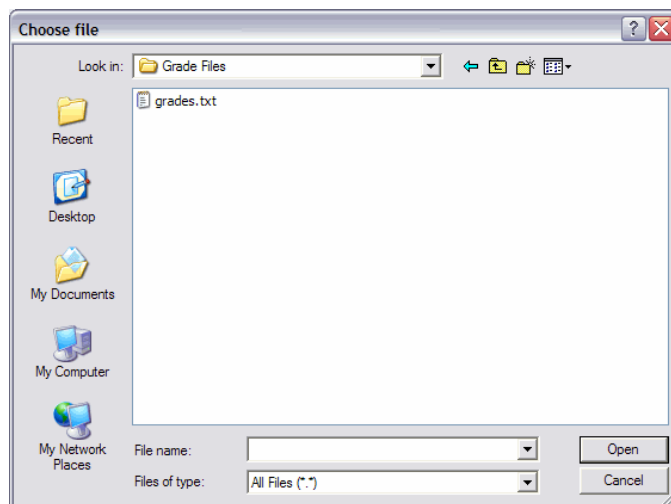
If you use a CPS scanner, select "CPS" using the "Type" drop-down list. If you use another scanner that can create a generic file, select "Generic."

Type: Generic

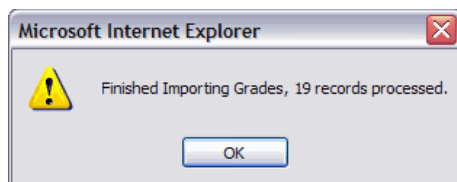
Generic

CPS

Once you have selected your "Type," browse to the scanner file.



Select and open the file. To finish, click the "Import Grades" button at the bottom of the window. If the file was produced in the correct format, you will see a message like this:



(If an error window appears instead of the window above, then check the formatting of the selected file and make sure it is in the required "[student ID], [score]" format.)

Click "OK." The grades will be automatically entered into each "Original Grade" cell on the "Grades by Assignment" page.

	Student	Rank	Score	Original Grade (1st Try)
2000	Abrahamsson, Alfreda	12	70	70
2007	Arviragus, Cordelia	10	80	80
2001	Asandwich, Bryshaun	6	90	90
2002	Banazir, Aragorn	8	85	85
2003	Bernardssen, Benedikta	11	75	75
2008	Biondello, Baptista	13	62	62
2012	Handbasket, J' Varean	2	99	99
2013	Jones, Aushanique	3	98	98
2014	Legolas, Gollum	17	23	23
2015	Leonardsen, Agnes	15	59	59
2016	Maggot, Butterbur	4	95	95

Viewing Attendance Events on the Main Gradebook Page:

If a student was absent or tardy on the due date for an assignment, GradeSpeed indicates this by automatically placing a colored box around the student's grade cell for that assignment.

99	34	100	75	98
0	0	58	50	44
80	80	80	80	80
58	70	85	50	79
40	97	82	90	78
90	70	73	50	78
100	70	97	50	0
		58		
70	96	70	80	80
100	70	91		

- If the box is **blue**, the student received an "Excused Absence" attendance code for that period on the specified date.
- If the box is **green**, the student received a "Tardy" attendance code for that period on the specified date.
- If the box is **red**, the student received an "Unexcused Absence" code for that period on the specified date.

Report Options:

7. You can access reports by clicking "Reports" on the main gradebook taskbar. In addition to basic grade list reports, you can also print attendance or roster reports, reports that detail the comment codes assigned to each student, reports that contain every assignment marked "Missing," reports that summarize each student's category averages, and more.

Report Options:

You may see the following options next to each report choice:

"Print Student Name/ID" – use the radio buttons to indicate which student info should be printed.

"Print All Classes" – use the radio buttons to indicate whether all classes, or only the current class should be printed.

"Grade List Options" – use the radio buttons to specify the location of the assignment names: in column headers, or in a legend at the bottom of the page.

"Print Grade Level" – use the check box to display the student's grade level on the printed report.

"Order by Grade Level" – use the check box to order the students on the report by their grade levels.

"Weeks" – use the drop-down list to set the number of weeks that should appear on the "Class Roster."

"Period" and "Time Code" – use the drop-down list to choose the period and time code for the "Attendance Roster."

"Print Detail" – use the check box to select a simple or detailed "Attendance Roster."

The Reports:

Grade List - The "Grade List" report allows you to produce a printable report containing grades for each assignment. Also note that there is a "Paper Saver" version of the "Grade List" report.

Grade List Report							
Teacher: Alexander, S School Year: 2006-2007 Cycle: 1 Class: HR WKHABIT GR 3 Section: 1 Period: 1							
Categories Assignments Student	Avg	Homework Chapter 1 Aug-13	Quiz Chapter 1 Aug-13	Test Chapter 1 Aug-13	Homework Chapter 2 Aug-14	Quiz Chapter 2 Aug-14	Test Chapter 2 Aug-14
Aper, William	88.26	100	94	86	95	80	72
Babb, Franklin	88.00	90	88	90	90	75	71
Boyle, Neil	92.62	100	82	97	85	100	80
Braunig, Emilia	87.62	95	88	64	Msg	50	98
Bryson, Willie	88.06	85	76	72	100	94	80
Caddell, Raymond	90.15	100	70	99	100	65	76
Draudt, Marian	85.88	75	70	80	90	60	80
Harden, Dorothy	92.06	70	94	90	75	100	90
Harrington, Arthur	87.71	100	94	68	60	98	78
Hart, Edwin	88.65	100	100	74	100	90	78
Hughes, Noble	89.94	90	82	90	98	50	84
Kullman, Ron	91.59	90	70	92	90	100	90
Larson, Dorothy	90.59	95	54	95	90	100	90
Liess, Frederick	90.29	95	82	70	95	95	90
Massaro, Albert	92.21	100	82	80	100	97	85
McLain, Bobby	86.47	90	88	86	70	100	64
Monski, William	88.03	95	94	77	50	100	72
Raub, William	91.81	85	100	90	100	80	100
Sanson, William	93.68	80	76	95	98	62	100
Santiago, Carlos	93.68	60	70	90	95	100	90
Yesulitis, Thomas	93.26	100	88	88	100	90	95
Zimmerman, Norman	86.62	95	94	64	90	90	86
Class Avg.	90	90	83	84	85	86	84

Category Averages – The “Category Averages” report displays each student’s average grade for each individual assignment category.

Category Average Report					
Teacher: Abett Alf					
Class: Period 1 Section: 1 Period: 1					
Student	Avg	Daily Work	Quizzes	Six week Exams	Participation
2000 Abrahamsson, Alfreda	I	68.57	98	--	--
2007 Arviragus, Cordelia	66.98	66.33	81.5	--	--
2001 Asandwich, Bryshaun	69.66	67.93	100	--	--
2002 Banazir, Aragorn	70	81.91	71	--	--
2003 Bernardssen, Benedikta	72.23	71	100	--	--
2008 Biondello, Baptista	70.43	70.22	75	--	--
2011 Bluebeard, Boris	75.81	75.55	83	--	--
2004 Cordova, Bardolph	62.72	63.18	50	--	--
2005 Dogberry, Quindarius	65.86	66.73	42	--	--
2006 Draylen, Brezanae	74.26	73.38	92	--	--
2009 Gentry, Shaquille	76.39	75.82	92	--	--
2010 Gransaul, Boyet	79.47	78.56	100	--	--
2012 Handbasket, J`Varean	81.49	80.82	100	--	--
2013 Jones, Aushanique	79.02	78.44	92	--	--
2014 Legolas, Gollum	76.40	77.36	50	--	--
2015 Leonardsen, Agnes	73.91	73.91	--	--	--
2016 Maggot, Butterbur	71.11	71.11	--	--	--
2017 Oliversson, Adalheid	87.44	87.27	92	--	--
2018 Pippin, Peregrin	83.19	83.2	83	--	--
2019 Wormtongue, Tinuiel	75.54	75.27	83	--	--

Conduct/Comments – The “Conduct/Comments” report lets you see each student’s conduct and comment code entries for a given cycle.

Conduct And Comments Report							
Teacher: Alexander, S							
Class: HR WKHABIT GR 3 Section: 1 Period: 1							
Student	Avg.	Conduct	Comment 1	Comment 2	Comment 3	Comment 4	Comment 5
Aper, William	88.26	E	A	C			
Babb, Franklin	88.00	E	A	C			
Boyle, Neil	92.62	S	A	C			
Braunig, Emilia	87.62	N	A	B	D		
Bryson, Willie	88.06	E	C				
Caddell, Raymond	90.15	E	C				
Draudt, Marian	85.88	S	C				
Harden, Dorothy	92.06	S	C				
Harrington, Arthur	87.71	S	C				
Hart, Edwin	88.65	U	B	D			
Hughes, Noble	89.94	E	A	C			
Kullman, Ron	91.59	E	A	C			
Larson, Dorothy	90.59	E	A	C			
Liess, Frederick	90.29	E	A	C			
Massaro, Albert	92.21	S	A	C			
McLain, Bobby	86.47	N	B	D			
Monski, William	88.03	U	B	D			
Raub, William	91.81	E	A	C			
Sanson, William	93.68	S	A	C			
Santiago, Carlos	93.68	E	A	C			
Yesulitis, Thomas	93.26	E	A	C			
Zimmerman, Norman	86.62	S	B				

Assignments – The “Assignments” report is simply a listing of each assignment, its category, and its assigned and due date.

Assignment Report			
Teacher: Alexander, S			
Class: HR WKHABIT GR 3 Section: 1 Period: 1			
Assignment	Date Due	Assigned	Category
Homework Chapter 1	Aug-14	Aug-13	Homework
Quiz Chapter 1	Aug-14	Aug-13	Quizzes
Test Chapter 1	Aug-14	Aug-13	Tests
Homework Chapter 2	Aug-15	Aug-14	Homework
Homework Chapter 3	Aug-15	Aug-14	Homework
Homework Chapter 4	Aug-15	Aug-14	Homework
Homework Chapter 5	Aug-15	Aug-14	Homework
Homework Chapter 6	Aug-15	Aug-14	Homework
Homework Chapter 7	Aug-15	Aug-14	Homework
Homework Chapter 8	Aug-15	Aug-14	Homework
Quiz Chapter 2	Aug-15	Aug-14	Quizzes
Quiz Chapter 3	Aug-15	Aug-14	Quizzes
Quiz Chapter 4	Aug-15	Aug-14	Quizzes
Quiz Chapter 5	Aug-15	Aug-14	Quizzes
Quiz Chapter 6	Aug-15	Aug-14	Quizzes
Quiz Chapter 7	Aug-15	Aug-14	Quizzes
Quiz Chapter 8	Aug-15	Aug-14	Quizzes
Test Chapter 2	Aug-15	Aug-14	Tests
Test Chapter 3	Aug-15	Aug-14	Tests
Test Chapter 4	Aug-15	Aug-14	Tests
Test Chapter 5	Aug-15	Aug-14	Homework
Test Chapter 6	Aug-15	Aug-14	Tests
Test Chapter 7	Aug-15	Aug-14	Tests
Test Chapter 8	Aug-15	Aug-14	Tests
Accuracy	Aug-17	Aug-16	Projects
Drawing - General	Aug-17	Aug-16	Projects
Labels	Aug-17	Aug-16	Projects
Plant Cells	Aug-17	Aug-16	Homework
Spelling	Aug-17	Aug-16	Projects

Missing Assignments – The “Missing Assignment” report let you see all assignments with an “Msg” (“missing”) entered as the grade. This report will not, by default, list any grades that have been left blank. However, in Report Options, there is a checkbox that allows you to define whether you would like blank grades to be included.

Missing Assignment Report			
Teacher: Smith, Ben			
Class: HR WKHABIT GR 2 Section: 8 Period: 1			
Student	Date Due	Assignment	Category
Fahey, William	Apr-13	Assignment 3	Homework
	Apr-13	Assignment 4	Homework
	May-8	Homework Sheet 1	Homework
	May-11	Quiz 1	Quizzes
	Jul-11	Geometry Definitions	Homework
	Jul-10	Book Report	Homework
	Jul-17	Final Exam	Tests
	Jul-19	End of Chapter Review - HW	Homework
Garren, Ellis	Apr-3	End of Chapter Review - HW	Homework
Haubert, John	Apr-3	End of Chapter Review - HW	Homework
	Apr-13	Assignment 1	Homework

Class Roster – The “Class Roster” report is a multi-week attendance roster that can be used to record attendance by hand.

Class Roster Report															
Teacher:Abett Alf															
Class:Period 1 Section: 1 Period: 1															
Student	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr
Abrahamsson, Alfreda															
Arviragus, Cordelia															
Asandwich, Bryshaun															
Banazir, Aragorn															
Bernardssen, Benedikta															
Biondello, Baptista															
Handbasket, J`Varean															
Jones, Aushanique															
Legolas, Gollum															
Leonardsen, Agnes															
Maggot, Butterbur															
Oliversson, Adalheid															
Pippin, Peregrin															
Wormtongue, Tinuiel															
Bluebeard, Boris															
Cordova, Bardolph															
Dogberry, Quindarius															
Draylen, Brezanae															
Gentry, Shaquille															
Gransauull, Boyet															

Attendance Roster – The “Attendance Roster” report shows each student’s attendance records for the cycle.

1st Elementary School																										
Teacher: ALEXANDER, S,																								Period: 1		
Course	Student	Week 1 Aug 13-Aug 17					Week 2 Aug 20-Aug 24					Week 3 Aug 27-Aug 31					Week 4 Sep 03-Sep 07					Week 5 Sep 10-Sep 14				
		M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
7 003-1	Aper, W	T/AE		A/M			A			A																
	Babb, F	T																								
	Boyle, N	PBY																								
	Braunig, E	PBY		A/AE																						
	Bryson, W	PBN								A																
	Caddell, R	PBN								A																
	Draudt, M	T		A/AE													A									
	Harden, D	PBY		/AU		A																				
	Harrington, A	T																								
	Hart, E	PBY															A									
	Hughes, N	PBN								T							A									
	Kullman, R	PBN																								
	Larson, D	PBY																								
	Liess, F	PBY																								
	Massaro, A	A																								
	McLain, B	T																								
	Monski, W	A				A																				
	Raub, W	T																								
	Sanson, W	A																								
	Santiago, C	PBN																								
	Yesulitis, T	PBY																								
	Zimmerman, N	PBY																								
Course	Student	Week 6 Sep 17-Sep 21					Week 7 Sep 24-Sep 28					Totals														
		M	T	W	T	F	M	T	W	T	F	Exc Abs	Uex Abs	Tot Abs	Tdy											
7 003-1	Aper, W											4		4												
	Babb, F																							1		
	Boyle, N																									
	Braunig, E												1		1											
	Bryson, W												1		1											
	Caddell, R												1		1											
	Draudt, M												2		2	1										
	Harden, D												1	1	2											
	Harrington, A																							1		
	Hart, E												1		1											
	Hughes, N												1		1	1										
	Kullman, R																									
	Larson, D																									
	Liess, F																									
	Massaro, A												1		1											
	McLain, B																							1		
	Monski, W												2		2											
	Raub, W																								1	
	Sanson, W												1		1											
	Santiago, C																									
	Yesulitis, T																									
	Zimmerman, N																									

Attendance Codes

A Absent

M Medical

AE Excused Absence

R Religious

AU Unexcused Absence

T Tardy

Attendance Codes

A Absent

M Medical

AE Excused Absence

R Religious

AU Unexcused Absence

T Tardy

Viewing Cumulative Grades:

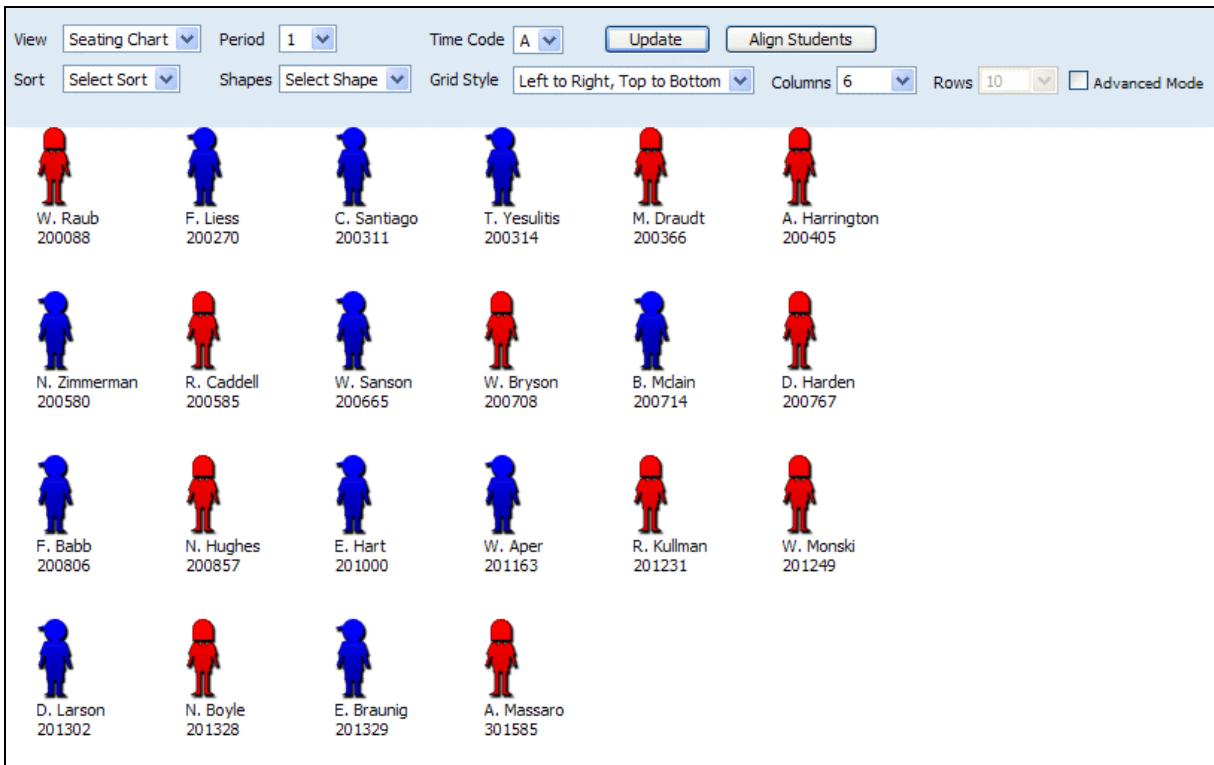
8. To view students' averages all together, click the "Cumulative Grades" icon on the main taskbar. Students' cycle averages, semester averages, exam grades, and overall averages can be viewed together on one page. When you look at this page, keep in mind that with some schools' systems, the grades shown here may not be the averages calculated in your gradebook. Instead, you may see updated averages sent from the school's student information system (SIS) instead. So just because a student's cycle average doesn't match your records, that does not necessarily mean there is a problem.

<div>Help</div> <div>HR WKHABIT GR 3</div> <div>ID: 7003</div> <div>Section:1</div> <div>Period: 1</div> <div>Group: 1</div> <div>Teacher: Alexander, S</div> <div>School: 1st Elementary School</div> <div>Semester: 2 Cycle: 4</div> <div>From: Jan-7 2008</div> <div>To: Feb-22 2008</div> <div>Exam Weight: 14.7%</div> <div>Course Requests</div> <div>Student List</div> <div>Lock</div> <div>Sign Out</div>	Class: HR WKHABIT GR 3 (7003/1) Pd 1												IPR Grades	<input type="checkbox"/> Hide Names
	Student	C1	C2	C3	C4	C5	C6	E1	E2	S1	S2	OA Avg		
	Aper, William	87	94	100	90			85		94	90	92.00		
	Babb, Franklin	84	72	74	94			89		77	94	86.00		
	Boyle, Neil	90	86	91	91			72		89	91	90.00		
	Braunig, Emilia	68	89	86	89			64		81	89	85.00		
	Bryson, Willie	84	94	95	86			95		91	86	89.00		
	Caddell, Raymond	85	91	92	70			95		89	70	80.00		
	Draudt, Marian	78	90	92	64			90		87	64	76.00		
	Harden, Dorothy	87	90	68	85			97		82	85	84.00		
	Harrington, Arthu	82	95	70	85			87		82	85	84.00		
	Hart, Edwin	89	100	80	95			94		90	95	93.00		
	Hughes, Noble	83	88	90	75			76		87	75	81.00		
	Kullman, Ron	89	74	90	70			84		84	70	77.00		
	Larson, Dorothy	88	62	95	70			92		82	70	76.00		
	Liess, Frederick	87	51	92	86			98		77	86	82.00		
	Massaro, Albert	90	100	91	92			99		94	92	93.00		
McLain, Bobby	82	94	86	71			100		87	71	79.00			
Monski, William	81	96	81	84			100		86	84	85.00			
Raub, William	85	93	84	99			79		87	99	93.00			
Sanson, William	87	91	87	100			80		88	100	94.00			

Again, options may vary depending on your school's SIS. In some situations, the previous cycle averages are open for editing directly from the "Cumulative Grades" page. This is not available with all SIS's. Note that you can also use this page for conferences by checking the box labeled "Hide Names." This allows you to show a student how the rest of the class is doing without compromising anyone's privacy.

Using the Seating Chart:

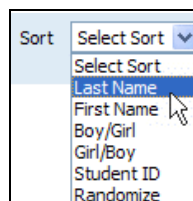
9. A basic explanation of GradeSpeed.NET's Seating Chart tool can be found in the "Basic Teacher Training" manual. The following instructions are more specific and cover the tool's more advanced features. To access the seating chart, click the "Seating Chart" icon on the main taskbar.



W. Raub 200088	F. Liess 200270	C. Santiago 200311	T. Yesulitis 200314	M. Draudt 200366	A. Harrington 200405
N. Zimmerman 200580	R. Caddell 200585	W. Sanson 200665	W. Bryson 200708	B. Mclain 200714	D. Harden 200767
F. Babb 200806	N. Hughes 200857	E. Hart 201000	W. Aper 201163	R. Kullman 201231	W. Monski 201249
D. Larson 201302	N. Boyle 201328	E. Braunig 201329	A. Massaro 301585		

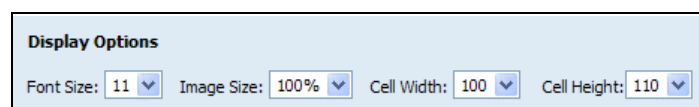
It is possible that your school may have loaded student class pictures onto this page. If this is the case, you will see your students' individual pictures rather than the generic boy/girl icons shown here. You can customize the information shown here in the "Teacher Profile," as described in the "Display Student Fields" portion of this manual on page 9.

Once the appropriate information is showing up on the page, you can modify the layout of student positions in your classroom. Using the "Sort" drop-down list, you may choose to place students in alphabetical order, boy-girl, girl-boy, chronological student ID number, or simply randomize the selection of the student order.



Sort	Select Sort
	Select Sort
	Last Name
	First Name
	Boy/Girl
	Girl/Boy
	Student ID
	Randomize

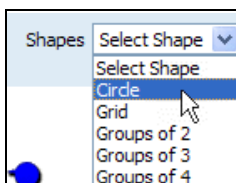
You can also modify the way the information is displayed using the "Display Options" at the bottom of the page. You may have to scroll down a little bit for these options to become visible.



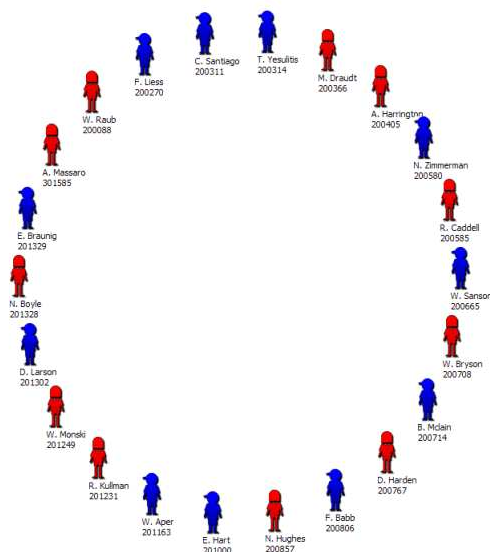
Display Options			
Font Size:	11	Image Size:	100%
Cell Width:	100	Cell Height:	110

Customize the font size and the size of the student images using the "Font Size" and "Image Size" drop-down boxes. The "Cell Width" and "Cell Height" drop-down boxes modify the size of the virtual "grid" that is used when you use the default "Shapes" to organize the seating chart.

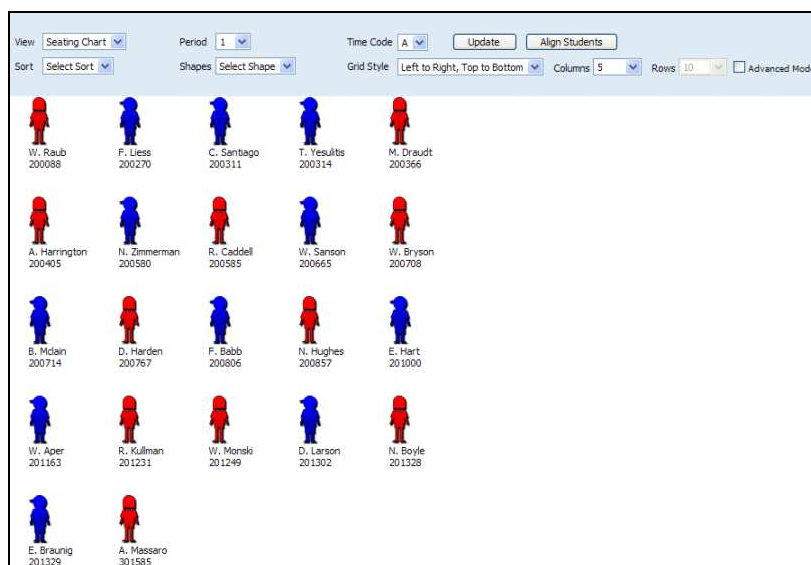
You can organize the page by dragging the students around (like desktop icons), or by using one of the predefined layouts in the "Shapes" drop-down list.























The "Circle" shape will automatically arrange your students in a circle as shown below:



If the "Grid" shape is selected, the "Columns" drop-down list will become active. This feature allows you to customize the exact layout of the grid shape. Meaning, if "Columns" is set to "5," the seating chart will organize the student layout into a grid of 5 columns.



Click “Update” to save the layout that you have designed. You can also use the “View” drop-down list to change from basic seating chart mode to “Attendance” mode. This allows you to take attendance for each student from the seating chart. This tool is also very useful for substitute teachers, especially if the class pictures are loaded.

 Abrahamsson, A 2000 Pres. ▼	 Asandwich, B 2001 Pres. ▼	 Banazir, A 2002 Pres. ▼	 Bernardssen, B 2003 Pres. ▼	 Cordova, B 2004 Pres. ▼	 Dogberry, Q 2005 Pres. ▼
 Draylen, B 2006 Pres. ▼	 Arviragus, C 2007 Pres. ▼	 Biondello, B 2008 Pres. ▼	 Gentry, S 2009 Pres. ▼	 Gransaul, B 2010 Pres. ▼	 Bluebeard, B 2011 Pres. ▼
 Handbasket, J 2012 Pres. ▼	 Jones, A 2013 Pres. ▼	 Legolas, G 2014 Pres. ▼	 Leonardsen, A 2015 Pres. ▼	 Maggot, B 2016 Pres. ▼	 Oliverson, A 2017 Pres. ▼
 Pippin, P 2018 Pres. ▼	 Wormtongue, T 2019 Pres. ▼	<div>Pres. ▼ A T U</div>			

Advanced Student Profile Options:

10. You have the ability to edit some student profile data for students in your class. To do so, click the "Student List" link in the left toolbar. This toolbar is visible from most pages within the gradebook. The "Student List" will appear.

Help HR WKHABIT GR 3 ID: 7003 Section: 1 Period: 1 Group: 1 Teacher: Alexander, S School: 1st Elementary School Columns Refresh <input type="checkbox"/> Health Notes <input type="checkbox"/> Permission Slip? <input type="checkbox"/> Rides Bus	Class: HR WKHABIT GR 3 (7003/1) Pd 1 Update							
	Students							
	ID	Last	First	Grade	Birth Date			
	200088	Raub	William	03	02/08/1997	[Profile]	[Grades]	[Schedule]
	200270	Liess	Frederick	03	06/10/1997	[Profile]	[Grades]	[Schedule]
	200311	Santiago	Carlos	03	01/22/1997	[Profile]	[Grades]	[Schedule]
	200314	Yesulitis	Thomas	03	06/20/1997	[Profile]	[Grades]	[Schedule]
	200366	Draudt	Marian	03	06/22/1996	[Profile]	[Grades]	[Schedule]
	200405	Harrington	Arthur	03	02/07/1997	[Profile]	[Grades]	[Schedule]
	200580	Zimmerman	Norman	03	03/12/1997	[Profile]	[Grades]	[Schedule]
	200585	Caddell	Raymond	03	08/07/1997	[Profile]	[Grades]	[Schedule]
	200665	Sanson	William	03	10/08/1996	[Profile]	[Grades]	[Schedule]
	200708	Bryson	Willie	03	10/22/1996	[Profile]	[Grades]	[Schedule]
	200714	McLain	Bobby	03	04/08/1997	[Profile]	[Grades]	[Schedule]
	200767	Harden	Dorothy	03	10/24/1996	[Profile]	[Grades]	[Schedule]
	200806	Babb	Franklin	03	12/07/1995	[Profile]	[Grades]	[Schedule]
	200857	Hughes	Noble	03	11/03/1996	[Profile]	[Grades]	[Schedule]
	201000	Hart	Edwin	03	08/20/1995	[Profile]	[Grades]	[Schedule]

To display a custom field, use the "Columns" feature on the left toolbar. Check the box next to the field you want to display and then click the "Refresh" button (to read more about creating and using custom fields, see the "User Profile: Create Custom Fields" section on page 5 of this manual). You can then enter information for each student into these custom fields, and save it for viewing later. To view the "Grades by Student" page, click "Grade" in the appropriate row. To edit a student's profile information, click "Edit" in the appropriate row. The "Student Profile" will appear.

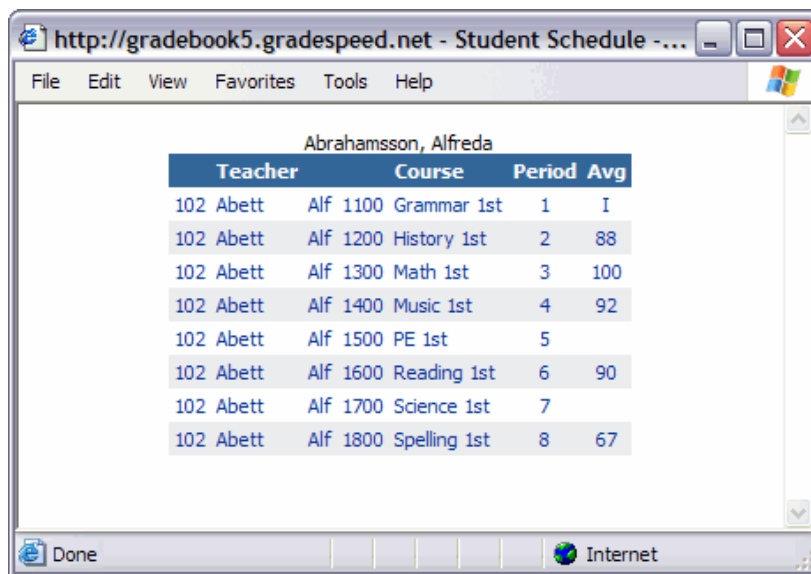
Update Cancel Schedule Attendance	
Student Profile	
Last: <input type="text" value="Raub"/>	ID: <input type="text" value="200088"/>
First: <input type="text" value="William"/>	Gender: <input type="radio"/> Male <input checked="" type="radio"/> Female
Parent Last: <input type="text" value="Ives"/>	Grade: <input type="text" value="03"/>
Parent First: <input type="text" value="Joshua"/>	Sort Key: <input type="text"/>
Address: <input type="text" value="5035 N MAIN STREET"/>	<input type="checkbox"/> Print Progress Report in Spanish
City: <input type="text" value="San Antonio"/>	<input type="checkbox"/> Print Report Cards in Spanish
State: <input type="text" value="TX"/>	
Zip: <input type="text" value="12345"/>	
Phone: <input type="text" value="1233539777"/>	
Email: <input type="text"/>	
Birthdate: <input type="text" value="Saturday, February 08, 1997"/>	
Characteristics <input type="checkbox"/> R. At-Risk <input type="checkbox"/> S. Special Education <input checked="" type="checkbox"/> G. Gifted/Talented <input type="checkbox"/> D. Dyslexic <input type="checkbox"/> O. Difficulty getting along with others	

On this page, you can view and modify certain pieces of student information. However, much of this information comes straight from the SIS, and thus cannot be modified. You can select student "Characteristics" using your mouse (click and hold down the "Ctrl" key to select multiple characteristics). These characteristics are defined by the administration and are visible from teacher to teacher.

If you wish to sort the students in your gradebook other than alphabetically, you can enter sort keys for each student. If you wish a student to be first in the list, simply enter a "1" in the "Sort Key" field. If you don't want to sort all students, but simply want one student to appear at the bottom of the list, make any entry into the "Sort Key" field for that student and he or she will fall to the bottom of the list on the main

gradebook page. For example, if you enter a 1 in the Sort Key field of a student and you don't modify any other students' sort keys, the student will be sent to the BOTTOM of the list. However, if every student has a designated sort key, the student marked as "1" will appear at the TOP of the list.

You can also use this page to access a student's grades in other classes or view his or her master schedule. Click the "Schedule" button at the top of the page to bring up a new window that shows the student's complete schedule, along with his or her average in each class.



The screenshot shows a web browser window titled "http://gradebook5.gradespeed.net - Student Schedule -...". The browser has a menu bar with "File", "Edit", "View", "Favorites", "Tools", and "Help". The main content area displays the student's name "Abrahamsson, Alfreda" and a table of their schedule. The table has four columns: "Teacher", "Course", "Period", and "Avg". The data rows show eight classes, all taught by "102 Abett". The courses are "Alf 1100 Grammar 1st", "Alf 1200 History 1st", "Alf 1300 Math 1st", "Alf 1400 Music 1st", "Alf 1500 PE 1st", "Alf 1600 Reading 1st", "Alf 1700 Science 1st", and "Alf 1800 Spelling 1st". The periods are 1 through 8. The average scores are: I, 88, 100, 92, (blank), 90, (blank), and 67. The browser's status bar at the bottom shows "Done" and "Internet".

Teacher	Course	Period	Avg
102 Abett	Alf 1100 Grammar 1st	1	I
102 Abett	Alf 1200 History 1st	2	88
102 Abett	Alf 1300 Math 1st	3	100
102 Abett	Alf 1400 Music 1st	4	92
102 Abett	Alf 1500 PE 1st	5	
102 Abett	Alf 1600 Reading 1st	6	90
102 Abett	Alf 1700 Science 1st	7	
102 Abett	Alf 1800 Spelling 1st	8	67

When you are finished viewing the student's schedule, simply close this small window.

Lastly, you can view any student's campus-wide attendance records by clicking the "Attendance" button at the top of the page.

To save any changes made to the student profile, click "Update." To discard changes and return to the gradebook, click "Cancel."

Additional Training Materials:

Campusware also offers specific training documents that detail the use of the “Lesson Plans” module of GradeSpeed.NET. These are available on request from your campus or district administrators.



Campusware
presents this
Certificate of Completion
To

for
GradeSpeed.NET Teacher Training
by

GradeSpeed.NET 4.0
Advanced Teacher Training Session
Class Evaluation Form

Training Date: _____

Trainer: _____

Campus/District: _____

Did the session content meet your needs? Yes ☐ No ☐ Somewhat ☐

If "No," what should be improved upon? _____

Do you feel more confident using **GradeSpeed.NET 4.0** now? Yes ☐ No ☐ Somewhat ☐

If "No," what can be done to increase your confidence? _____

Did the trainer cover the requested subject matter? Yes ☐ No ☐ Somewhat ☐

If "No," what was left uncovered? _____

Would you recommend this Training Session to others? Yes ☐ No ☐

If "No," why not? _____

Overall Rating (Circle One):

Poor Fair Average Above Average Excellent

Other Suggestions/General Comments:
